



AFMIS Processes & Procedures

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- **EQUIPMENT REPLACEMENT – Step by Step...**
- **MENU PLANNING & MANAGEMENT – Cost Analysis...**
- **INFORMATION TOOLS – WEB...**



Beginning the Process

Step One

The process begins with the Senior Food Operations Sergeant (SFOS) / Dining Facility Manager. He or she receives equipment in the dining facility, and when required, updates equipment records. Accuracy and the availability of information is important. They should:

New Equipment (PV Program)

- **Gather as much information as possible.**
- **Prepare DA Form 3988.**
- **Verify if equipment can be enter into AFMIS.**
- **Send DA Form 3988 forward to FPM.**

Existing Equipment

- **Ensure equipment is entered in AFMIS correctly.**
- **Check NSN and/or LIN against the hand receipt (PBO).**
- **Record discrepancies on DA Form 3988.**

Beginning the Process - DFAC

Step One - Continued

New Equipment (PV Program)

Prepare DA Form 3988 IAW Hand Receipt and Data Plate

Enter into AFMIS by NSN

Enter into AFMIS by LIN

Record information in the Remarks Section of DA Form 3988

Review "Other" Equipment Listing

Send to Food Program Manager

EQUIPMENT REPLACEMENT RECORD		1. UNIT DESIGNATION CD A, 23903 SN, UNIT EDE		2. ADDRESS FT LEE, VA, 23866		3. BUDG NO 12400		4. Page 12 of 22	
ITEM DESCRIPTION		4. ACQUISITION DATE, Fiscal Year (YYYYMMDD)	5. LIFE EXPECTANCY YEARS	6. APPROPRIATE AUTHORITY TB-41-0003	7. PROGRAMMED REPLACEMENT COST	8. PROGRAMMED REPLACEMENT YEAR	9. REMARKS		
WOLR Low Current Calcium, Mechanical, Refrigerated, Mobile, 25 Gallon, Electric, 60 Hz NSN: 4150-80-142-9172 MANUFACTURER: Shelby MODEL: 34-12 SERIAL NO: 14831		19920118	30	-13	\$2,866.00	2002			
WOLR Low Current Calcium, Mechanical, Refrigerated, Mobile, 25 Gallon, Electric, 60 Hz NSN: 4150-80-142-9172 MANUFACTURER: Shelby MODEL: 34-12 SERIAL NO: 28146		19920118	30	-13	\$3,363.00	2002	Equipment has been replaced before. Further major repair was required and not done.		
WOLR Oven, Baking and Roasting, Forced Convection, Electric, 2 Speed, Motor, 60 Hz NSN: 7513-80-353-3825 MANUFACTURER: Vulcan MODEL: RT-95 SERIAL NO: 128042		19920803	12	-23					
WOLR Pan, Conveyor, Heavy-Duty, Electric, 140 Sheet, 60 Hz NSN: 4010-10-018-7315 MANUFACTURER: Survey MODEL: 14003 SERIAL NO: T-1206		19930116	5	-22	\$111.00	1997			
WOLR Unit, Chiller, Two, Automatic, 5 Gallon, Electric, Star 4 NSN: 7513-80-343-9858 MANUFACTURER: Bana O-Matic MODEL: 508-54 SERIAL NO: 47154082		19950301	15	-23					
WOLR Vegetable Peeling Machine, Electric, 50 LB Capacity NSN: 7223-81-874-2212 MANUFACTURER: Separate MODEL: YP55-20 SERIAL NO: 049563		20001001	15	-22					
DA, SIGNATURE OF PREPARED DELL, ROBERT D., SVC		DA, SIGNATURE ROBERT D. DELL		DA, DATE (YYYYMMDD) 20020118					
DA, REVIEWED FOR ACCURACY BY MELGROY, STEVEN J., CWO2		DA, SIGNATURE STEVEN J. MELGROY		DA, DATE (YYYYMMDD) 20030220					

Ensure you indicate if equipment can or cannot be entered by NSN and/or LIN in the Remarks Section of DA Form 3988.

DATE: 10 Mar 96 UPDATE EQUIPMENT INVENTORY FOR BUILDING 12800 AJK-192

SERIAL NUMBER: 1234 NSN: - - -
LIN: 012345

ITEM NAME: THE SFC O HIGH SPEED LOW DRAG SOLAR TOASTER, 600 SLICE CAPACITY.
< ITEM NOT FOUND ON CTA 50-909 OR AMDF ><< NOT AUTHORIZED TO USE IN ARMY >>

MANUFACTURER: MODEL NUMBER:

ACQUISITION YEAR: LIFE EXPECTANCY:

ACQUISITION COST: ENERGY SOURCE CODE:

NEW LOCATION:

REMARKS:

Beginning the Process - DFAC

Step One - Continued

Existing Equipment

Verify NSN / LIN to Hand Receipt

Ensure LIN matches CTA 50-909

(CTA 50-909 can be view through the Force Management System, or printed from DSS)

Verify Acquisition Year and Life Expectancy – Adjust Life Expectancy **ONLY:** (discussed later...)

Record discrepancies and adjustments in the Remarks Section of DA Form 3988 and in AFMIS

Send DA Form 3988 to FPM

DATE: 10 Mar 96 UPDATE EQUIPMENT INVENTORY FOR BUILDING 12800 AJK-192

SERIAL NUMBER: 1234 NSN: - - -
LIN: 012345

ITEM NAME: THE SFC O HIGH SPEED LOW DRAG SOLAR TOASTER. 600 SLICE CAPACITY.
< ITEM NOT FOUND ON CTA 50-909 OR AMDF ><< NOT AUTHORIZED TO USE IN ARMY >>

MANUFACTURER: MODEL NUMBER:

ACQUISITION YEAR: LIFE EXPECTANCY:

ACQUISITION COST: ENERGY SOURCE CODE:

NEW LOCATION:

REMARKS:

EQUIPMENT REPLACEMENT RECORD		1. UNIT DESIGNATION CO A, 23RD BN, 101 ABN		2. ADDRESS FT LEE, VA, 22066		3. BUILD NO 12400		4. Page 12 of 12	
ITEM DESCRIPTION		5. ACQUISITION DATE (MM/DD/YY)	6. LIFE EXPECTANCY (YEARS)	7. ACQUISITION COST (\$)	8. PREVIOUS REPLACEMENT CODE	9. PREVIOUS REPLACEMENT YEAR	10. REMARKS		
WOLF: Low Capacity Calculator, Mechanical, Reconfigurable, Model 25 Cable, Electric, 60 Hz NSN: 4130-00-142-9172 MANUFACTURER: Shelly		09/26/18	30	-13	52,856.00	2002			
WOLF: Low Capacity Calculator, Mechanical, Reconfigurable, Model 25 Cable, Electric, 60 Hz NSN: 4130-00-142-9172 MANUFACTURER: Shelly		09/26/18	30	-13	52,856.00	2004	Equipment has been replaced twice. Further major repair may require cost reduction.		
WOLF: Over, Mixing and Roasting, Forced Convection, Electric, 2 Speed Motor, 60 Hz NSN: 7519-00-353-5573 MANUFACTURER: Vulcan		09/26/18	12	-23					
WOLF: Treadle, Conveyor, Heavy-Duty, Electric, 540 Sheet gals. 60 Hz NSN: 7519-01-028-7915 MANUFACTURER: Savory		09/26/18	5	-23	3418.00	2002			
WOLF: Unit, Coffee, Two, Automatic, 8 Ounces, Electric, Size 4, NSN: 7519-00-343-9888 MANUFACTURER: Bunn O-Mat		09/26/18	15	-23					
WOLF: Vegetable Peeling Machine, Electric, 50 LB Capacity NSN: 7523-01-074-2212 MANUFACTURER: Separata		09/26/18	15	-23					

DA FORM 3988, JUL 2002	REPLACES DA FORM 3988, JUL 1992, AND DA FORM 17, NOV 92	DA DATE (YYMMDD) 09/03/18
DA SIGNATURE OF PREPARED ROBERT D. DELL DA SIGNATURE STEVEN J. MURPHY		DA DATE (YYMMDD) 09/03/24

Food Program Manager

Step Two

Upon receiving DA Form 3988 from the dining facility, the FPM should complete the following tasks to ensure equipment records can be entered into AFMIS and that the information entered is accurate – providing an audit trail.

New Equipment (PV Program)

- Review DA Form 3988 for accuracy – note “Remarks”
- Access FMS – Force Management System
- Access DSS – Food Service Decision Support System
- Verify LIN to CTA 50-909 on both systems
- PBO uses FEDLOG – LIN match for audit trail
- Coordinate with ACES, FED

Existing Equipment

- Same as above...
- Verify NSN is matched/assigned to LIN (AFMIS)

Ensure Replacement Year
is correct.

Food Program Manager Tasks

Step Two - Continued

New Equipment (PV Program)

Review DA Form 3988

Note entries in the “Remarks” section

Verify LIN using FMS / DSS

Coordinate with ACES, FED to ensure a “standard” is established

Inform the SFOS / Dining Facility Manager of changes

Changes to CTA 50-909, FEDLOG, and AFMIS take time.

[illegible]

“Cannot enter NSN into AFMIS”

“LIN # assigned by PBO:
CANNOT enter into AFMIS”

“LIN # assigned by PBO: CAN
enter into AFMIS”

[illegible]

Food Program Manager Tasks

Step Two - Continued

Existing Equipment

Review DA Form 3988

Note entries in the “Remarks” section

Verify LIN using FMS / DSS

Coordinate with ACES, FED to ensure a “standard” is established

Review and Note “Replacement Year”

Inform the SFOS / Dining Facility Manager of changes

[illegible]

“No NSN entered into AFMIS”

“LIN # in AFMIS does NOT match Hand Receipt.

“Life Expectancy incorrect”

[illegible]

SFOS / DFAC Manager Tasks

Step Three – Equipment Processing

When a NSN, LIN, or updates are communicated to the SFOS / DFAC Manager, he or she can enter in “New” equipment or update existing equipment in AFMIS.

Enter Equipment by NSN

Enter Equipment by LIN

(When entered in by LIN only, the DFAC will have to enter in the Life Expectancy.)

Changes to Replacement Year through Life Expectancy

Review “Other” Equipment Listing

Ensure Records are Accurate

Update Annually or As Required

DATE: 10 Mar 96 UPDATE EQUIPMENT INVENTORY AJK-192
FOR BUILDING 12800

SERIAL NUMBER: 1234 NSN: - - -
LIN: 012345

ITEM NAME: THE SFC O HIGH SPEED LOW DRAG SOLAR TOASTER, 600 SLICE CAPACITY.
< ITEM NOT FOUND ON CIA 50-909 OR AMDF ><< NOT AUTHORIZED TO USE IN ARMY >>

MANUFACTURER: MODEL NUMBER:

ACQUISITION YEAR: LIFE EXPECTANCY:

ACQUISITION COST: ENERGY SOURCE CODE:

NEW LOCATION:

REMARKS:

DATE: 10 Mar 96 UPDATE EQUIPMENT INVENTORY AJK-193
FOR BUILDING 12800

ITEM NAME	LIN	BALANCE ON-HAND
BANQUETTE: TUBULAR STL FRAME UPHOLSTE RED WALL TYPE	90734N	0
BOOTH DOUBLE ISLAND: TUBULAR STEEL FR AME UPHOLSTERED ART LEATHER	C09671	0
BOOTH SINGLE ISLAND: BLACK TUBULAR ST EEL FRAME ART LEATHER UPVOL	C09676	0
CARPET <WHEN CLASSIFIED AS EQUIPMENT- IN-PLACE> PER FACILITY LISTED	91657N	0

F3 - scroll forward, F4 - scroll backward, Esc - save, Del - exit

Step Four – Budgeting

There are several Reports available for the Food Program Manager to review and budget for equipment. It is however, important that the dining facility can enter in equipment, that equipment entered in is accurate, and the system is “setup” to accurately cost equipment.

Ensure dining facilities BOI is accurate

Ensure dining facility equipment records are accurate prior to running budget reports - DSS

Print Replacement by Dining Facility

Print Replacement for Installation

Print Budget Worksheet

Research “costs” using DSS

DATE: 28 Mar '96

ACTIVITY CODE: 111IMP

DINING FACILITY NAME: 1/11TH INF BN

DESIGN CAPACITY: 1200

UPDATE DESIGN SPECIFICATIONS
FOR BUILDING 11100

AJK-221

DESIGN CAPACITY: 1200

DESIGN ERA CODE: D

NUMBER IN THIS
DINING FACILITY

BASIS OF ISSUE

DINING FACILITY MAIN ENTREE BACKUP

DINING FACILITY SHORT ORDER BACK UP

DISHWASHING AREAS

KITCHEN AREAS

MAIN ENTREE SERVING AREAS

NONPERISHABLE STORAGE AREAS

0

0

0

0

F3 - scroll forward, F4

DINING FACILITY EQUIPMENT REPORTS: A B C D E R X

List equipment exceeding life expectancy in the budget year.

DATE: 28 Mar '96

DINING FACILITY EQUIPMENT REPORTS MENU

AJK-149

Enter number of DINING FACILITY

Press F8 for Help

OPTION CODE

A

B

C

D

DESCRIPTION

REPLACEMENT REPORT

BUDGET WORKSHEET

EQUIPMENT SUMMARY

EQUIPMENT AUTHORIZATION REPORT

OPTION CODE

E

R

X

DESCRIPTION

NSM CATALOG REPORT

RETURN TO EQUIPMENT REPLACEMENT PROGRAM MENU

EXIT FROM IFA PROCESSING

SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:

Press F8 for Help

OPTION CODE

1

2

3

4

5

6

7

8

9

0

10

11

12

13

14

15

16

17

18

19

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DESCRIPTION

REPLACEMENT REPORT

BUDGET WORKSHEET

EQUIPMENT SUMMARY

EQUIPMENT AUTHORIZATION REPORT

OPTION CODE

E

R

X

DESCRIPTION

NSM CATALOG REPORT

RETURN TO EQUIPMENT REPLACEMENT PROGRAM MENU

EXIT FROM IFA PROCESSING

Equipment Replacement Process

Conclusion

The Equipment Replacement Process begins with the SFOS / DFAC Manager. They should ensure DA Form 3988 has ALL pertinent information, if available, recorded prior to sending forward, to include, any "Remarks" pertaining to the equipment.

New Equipment (PV Program)

- Should match FEDLOG, CTA 50-909, and AFMIS
- Coordinate with ACES, FED

Existing Equipment

- Ensure equipment is entered in AFMIS correctly.
- Check NSN and/or LIN against the hand receipt (PBO).
- Record discrepancies on DA Form 3988.

For more information, Visit the ACES Web, AFMIS Training.

[\[Return\]](#)



Menu Planning Tools & Tasks

This presentation is an overview of the Menu Planning processes when using AFMIS. The goal is to present several “tools” available in AFMIS for the SFOS / DFAC Manager to use during menu planning and some of the “tasks” that should be accomplished by the FPM that help ensure budgetary compliance and ease when planning menus.

Topics:

- Management Review
- FPM Tasks
- DFAC Menu Planning
- Reports



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References

DFO Manual
FPM Manual
DFO Menu Tree
FPM Menu Tree
TM 10-412



Identifying the areas that can prevent the manager from meeting budgetary guidelines - BDFA

Management Review

Areas that can cause problems

Listed below are areas that can make the menu planning process difficult for the SFOS / DFAC Manager. When discrepancies are noted, the FPM should be contacted IAW local policy. Discrepancies should be corrected in a timely manner to prevent Account Status fluctuations.

Menu Review

- Master Menu Mix – Variety
- Cost per 100 – Indicate recipe problems
- Templates – Periodically review and cost

Recipe Review

- Review Header Information
- Review Ingredients based on 100 portions
- AFMIS - TM 10-412 Match
- NIS Items on Recipes – AFMIS
- Review Instructions for Accuracy



DATE: 10 Nov 95 RECIPE DETAIL INQUIRY 049-513

Recipe Number: 00707	Recipe Name: BAKED CHICKEN BREAST
Portion: 100	Portion Size: 2.2 OZ
Portion Description: 100	Portion Cost: 1.00 Cost: 18.25

Step	Ingredients	Quantity and Unit of Measure
1	CHICKEN, BONELESS, SKINLESS	1 CHICKEN
2	EGG WHITES, BEATEN	1/4 CUP
3	SALT & PEPPER TO TASTE	1 TSP
4	FLAVORING	1 TSP
5	EGG WHITES, BEATEN	1/4 CUP
6	SALT & PEPPER TO TASTE	1 TSP
7	EGG WHITES, BEATEN	1/4 CUP
8	SALT & PEPPER TO TASTE	1 TSP
9	EGG WHITES, BEATEN	1/4 CUP
10	SALT & PEPPER TO TASTE	1 TSP

Press F10 to finish viewing this recipe.

**Report discrepancies
to the FPM for
correction.**

Food Program Manager

Tasks that aide the SFOS / DFAC Manager

Menu Review & Maintenance

Update Master Menu

AR 30-22 Guidance

Course Maintenance

Global Recipe Replacement

DATE: 20 Mar 1996 MASTER MENU AJK-102
CHANGE Lunch 03/15/1996

RECIPE	RECIPE NAME
C00501	COFFEE (AUTOMATIC URN)
C01300	CARROT CAKE(MIX)W/FROSTI
L07600	BEEF MANICOTTI
L12500	CHIPPER PERCH
M01400	COTTAGE CHEESE AND TOMAT
M03300	LETTUCE AND TOMATO SALAD
M04400	BAKED POTATOES
S00100	ASSORTED FRUIT
S00300	BEVERAGE BASE PWDR
S00301	INSTANT TEA
S00400	BULK MILK
S00500	TEA BAGS
S00501	HOT CHOCOLATE
S00800	ASSORTED BREAD

F1 Key Add a Recipe
F2 Key Delete a Recipe
Delete a Duplicate Recipe
Delete a Blank line
F3 Key advance to next page
F4 Key return to previous page
F7 Key Restore Recipe Number
<ESC> Key Update Database
<DELETE> Key cancel processing

Use Arrow & Return keys to
move between fields and rows

DATE: 20 Mar 1996 EDIT COURSE & TITLES MAINTENANCE AJK-324

COURSE NO	COURSE TITLE	SEQ NO
1	SOUPS / APPETIZERS	1
2	ENTREES - MAIN	2
3	SIDES	3
4	SALADS	4
5	BREADS/ROLLS	5
6	SHORT ORDER	6
7	DESSERTS	7
8	COMBO MEALS	8
9	SANDWICH BAR	9
10	PASTA BAR	10

PRESS <ESC> WHEN FINISHED WITH SCREEN
F1-INSERT F2-DELETE F3-SCROLL DOWN F4-SCROLL UP

DATE: [20 Mar 1996] GLOBAL MASTER MENU MAINTENANCE AJK-023

TYPE OF GLOBAL CHANGE: ADD [] REPLACE [] DELETE []
RECIPE NUMBER: [] RECIPE NAME: []
REPLACED BY : [] RECIPE NAME: []

MENU DATES FROM: [][][] TO [][][]
MENU MEAL: []

Type of Meals

A = Breakfast
B = Lunch
C = Short Order
D = Dinner

Press <DELETE> to exit the process.

Tasks that will ensure DFAC has current costs

Replace Ingredients

```

DATE:      20 Mar 1996                                AJK-224
          TISA - DFO MASTER ITEM FILE RECONCILIATION
MSGN:      8905 - 81 - E09 - 1703      DFO MIP   RECORD   11 OF   642
          TISA                                DFO
ITEM NAME:                                BACON, TURKEY 34/38
UNIT OF ISSUE:                           LB
PRICE:                                     $2.20
SOURCE:
PERISHABILITY:                           P
DOD DEL SCHED:

PROBLEM:   Item is not available for issue.

PRESS <DELETE> TO EXIT
Flag for deletion? Y/N

```

```

INSTALLATION FOOD ADVISOR                                AJK-134
UNMATCHED INGREDIENTS (MNM)

RECIPE NO:  AB13B5    RECIPE NAME:  APRICOTS, FRESH

      NSM                      ITEM NAME
-----
8915801271861    APRICOTS FRESH JUMBO    <--- Unmatched Ingredients
APRICOT*          <==== Enter keyword (<=====)
                   for list of MIF Substitute items

000000000000513    JUICE, APRICOT RESERVED
000000000000517    JAN, APRICOT 18 OZ

F3 Key advance to next page
F4 Key advance to previous page
CTRL-U Update Ingredient file
CTRL-B Reenter Item Name
ESC Key continue w/o update
<DELETE> to exit the process

```

```

DATE: 20 Mar 96      INSTALLATION FOOD ADVISOR      ADX-232
                     REPLACE SELECTED INGREDIENT

      TIIN           ITEM-NAME
      -             -----
                               <=== Selected Ingredient

      [REDACTED]      <---- Enter keyword <*****>
                               for list of MIF Substitute items

                               Press <DELETE> key to interrupt process

```

Use the Bulletin Board to post changes to MIF

Food Program Manager

Tasks that will ensure DFAC has up-to-date Recipes

Single Recipe Update

TM 10-412 Reference
Recipe Header
Recipe Ingredients
Conversion Factors
Recipe Instructions
Sending to DFAC

Conversion Factors are
found in the Manual

```
DATE: 20 Mar 1996      ADD / UPDATE RECIPE  L03000      AJK-121
POS DISPLAY NAME:  Creamed Beef      YIELD: 100      PORTION: 2/3 CUP
RECIPE NAME:      CREAMED GROUND BEEF

RECIPE DESCRIPTION:
BASE RECIPE

EXCLUDE FROM AUTO POS COST UPDATE (Y/N):  N

COST:      GROUP:      NUTRITION:
PER PORTION      $0.25      COURSE      2      FAT      M

W.
P.
P.
PR
```

```
DATE: 20 Mar 1996      ADD / UPDATE RECIPE  L03000      AJK-323
POS DISPLAY NAME:  Creamed Beef
CREAMED GROUND BEEF      YIELD: 100      PORTION: 2/3 CUP
PR RECIPE COST:      $0.25      W/COND:      $0.27      POS:      $0.30
```

STEP	TIIN	ITEM NAME	NIS	RCP QTY	UM	RCP WEIGHT	AS PUR WEIGHT
1	050-3190	BEEF GROUND, SOY		18.0000	LB	18.0000	18.0000
1	616-0199	ONIONS, YLW JUMBO		3.0000	CP	1.1250	1.1250
2	079-6943	SALT 5 LB BAG		3.0000	TB	0.1250	0.1250
2	127-8067	PEPPER BLACK 1 LB		1.0000	TP	0.0313	0.0313
2	140-7748	FLOUR, WHEAT 10#		1.5000	QT	1.5000	1.5000
2	234-6217	SOUP & GUY BASE BF #2 1/2		0.0000	TB	0.1456	0.1456
3	000-0000	WATER WARM		10.0000	QT	0.0000	0.0000

```
DATE: 20 Mar 19      RECIPE INSTRUCTIONS      AJK-123
RECIPE-NUMBER: L03000      RECIPE NAME: CREAMED GROUND BEEF

PREPREPARATION INSTRUCTIONS:

THAW BEEF UNDER REFRIGERATION.
ONIONS ARE AN OPTIONAL INGREDIENT.
CHOP DRY ONIONS BEFORE MEASURING.  DEHY ONIONS MAY BE USED, REF A01100.
SIFT FLOUR BEFORE MEASURING.

PRIMARY COOKING METHOD:
1. COOK BEEF IN ITS OWN FAT IN STEAM-JACKETED KETTLE OR ROASTING PAN UNTIL
   BEEF LOSES ITS PINK COLOR, STIRRING TO BREAK APART.  DRAIN OR SKIM OFF

F1 Key Insert Line      F2 Key Delete Line      F3 Key Scroll Forward
F4 Key Scroll Backward  ESC Key Save & Exit
Delete Key Interrupt Menu      Press RETURN after each entered line
```


Dining Facility Menu Planning

Management Guidelines

AFMIS provides a wide variety of “Management Tools” that aide in the Menu Planning process. Using these tools will ensure menus are well balanced and cost effective; however, a few “guidelines” should be followed:

Menu Guidelines

- Management Planning can begin 20 days from Consumption Date.
- 2-2-3 Issue Frequency Schedule DOES NOT help in planning.
- Account Status is a “Management Tool”, NOT an “Evaluation Tool”.
- Recipes MUST be up-to-date: NO NIS – Will not cost accurately.
- MIF MUST be up-to-date: NO NIS – Shopping Lists will be inaccurate.
- Check BOH and PV Orders.
- Review Templates for cost effectiveness and acceptance.
- Productions Schedules: Main Line Only – Do Not breakout Short Orders.
- Portions for SOP Items should be estimated: Do Not use 1 or 0
- Print “Final” menu reports AFTER subsistence is received.

Dining Facility Menu Planning Management Tools

Menu Planning

Review Issue Frequency Schedule
Review Account Status
Review Headcount History
Review Balance on Hand
Review PV Orders
Create "Working" Production
Schedules

DATE: 10 Mar 1996 DFO ACCOUNT STATUS AJK-361
ACTIVITY CODE: 128INF
ACTIVITY NAME: 1/28 INF BN
CURRENT ACCOUNT STATUS
10 Mar 1996
13:30:13
1. BEGINNING INVENTORY < 30 Jun 1996 >: \$33140.87
2. PURCHASES < ISSUES >: \$0.00
3. TOTAL < line 1 + line 2 >: \$33140.87
4. CURRENT INVENTORY: \$28706.31
5. ACTUAL EXPENSES < line 3 - line 4 >: \$4434.56
6. EARNINGS < HEADCOUNT >: \$0.00

DATE: 10 Mar 1996 HEADCOUNT HISTORY INQUIRY AJK-532
ACT CODE: 128INF
History period beginning: [10] [MAR] [1996]
DATES 10 07 06 05 04 03 02
BREAKFAST: Adjusted 775 800 800 800 800 750
Actual 810 825 800 795 805 800
LUNCH: Adjusted 800 750 700 800 750 700
Actual 875 725 635 750 725 600
DINNER: Adjusted 725 800 750 750 750 750
Actual 750 800 750 740 750 760

DATE: 10 Mar 96 PRIME VENDOR INQUIRY RESULTS AJK-906
01 Mar 96 TO 10 Mar 96

DATE: 10 Mar 1996 PRODUCTION SCHEDULE AJK-402
Meal date: [20] [MAR] [1996] Adjusted hdct: 500
Meal type: LUN Template No: Serv Pd: 1130 - 1300
PREPARER RECIPE NO RECIPE NAME CRS SEQ COST/PORT PORTIONS TIME
____ P00101 BEEF BARLEY SOUP 1 0 \$0.03 0 0
____ L01500 STEAK SMOTHERED W/ ONIO 2 0 \$1.26 0 0
____ L11906 FISH AMANDINE 2 0 \$0.18 0 0
____ E00500 STEAMED RICE 3 0 \$0.05 0 0
____ Q02702 MEXICAN CORN 3 0 \$0.27 0 0
____ Q04400 BAKED POTATOES 3 0 \$0.18 0 0
____ M01200 COTTAGE CHEESE SALAD 4 0 \$0.73 0 0
____ M04800 TOSSED VEGETABLE SALAD 4 0 \$0.08 0 0
____ D03200 HARD ROLLS 5 0 \$0.05 0 0
Total meal cost: \$0.00
PRESS <ESC> WHEN FINISHED WITH SCREEN

ITEM NAME UI UNIT PRICE VENDOR
H FILLET FROZEN LB \$ 2.41
DOCUMENT NUMBER STATUS QTY
96 W36N0063480037 OS 50

PE KEY WHEN FINISHED VIEWING DATA

Dining Facility Menu Planning

Management Production

Menu Production

Create “Working” Shopping List
Review Projected Account Status
Review Master Item File
Review / Update Shopping Lists
Print Reports AFTER Issue

- Production Schedules
- Kitchen Requisition Worksheet
- Additional Production Schedules
- Dieter's Menu
- Outside Menu
- Recipes

DATE: 10 Mar 1996		PROJECTED ACCOUNT STATUS				AJK-389	
Projected period:[10 Mar 1996] - [17 Mar 1996] DF Inventory Value:[\$28706.31]							
DATE	EXPEND TODAY	EXPEND CUMULATIVE	EARNINGS TODAY	EARNINGS CUMULATIVE	ACCOUNT STATUS DOLLAR		
Cur Bal		[\$326985.10]		[*****]	[\$4628.88]	
[10]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]	
[11]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]	
[12]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]	
[13]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]	
[14]	[\$0.00]	[\$326985.10]	[\$0.00]	[*****]	[\$4628.88]	
[15]	[\$123.83]	[\$327108.93]	[\$200.00]	[*****]	[\$4552.71]	
[16]	[\$0.00]	[\$327108.93]	[\$0.00]	[*****]	[\$4552.71]	
[17]	[\$0.00]	[\$327108.93]	[\$0.00]	[*****]	[\$4552.71]	

Press ESC when finished

```

DATE: 10 Mar 96          DINING FACILITY OPERATIONS          PCN AJK-PZ1
ACT CODE: 128INF        MASTER ITEM FILE REPORT

      NSN                  ITEM NAME                  U/I          U/P    PC
8905-00-582-4039        SHRIMP P & D TAIL              LB          8.83    P
8905-00-960-2303        SHRIMP BREADED RAW              LB          5.81    P

  TOTAL ITEMS:    2
Press RETURN to exit process . . .

                                END PAGE    1

```

DATE: 10 Mar 96		SHOPPING LIST REVIEW AND ADJUSTMENT				AJK-382	
Issue Date: [03/14/1996]		[PERISHABLE]		Submission Date: [03/12/1996]			
TIIN	NIS	ITEM DESCRIPTION		U/I	UPR	QUANTITY	
[3837910]	[]	[CREAM CHEESE LOAF	[]	[LB]	[\$1.21]	[]	[11
[9264926]	[*]	[LETTUCE FRESH	[]	[LB]	[]	[]	[0]
[0888749]	[]	[APPLES EATING FRESH	[]	[LB]	[\$0.51]	[]	[21
[1268748]	[]	[BANANAS FRESH	[]	[LB]	[\$0.59]	[]	[21
[6160209]	[]	[GRAPES FRESH	[]	[LB]	[\$0.94]	[]	[11
[1268804]	[]	[ORANGES, "S #1	[]	[LB]	[\$0.27]	[]	[21
[1278271]	[]	[PEACH, 2" UP	[]	[LB]	[\$0.52]	[]	[21
[1268805]	[]	[PEARS FRESH	[]	[LB]	[\$0.50]	[]	[21
[2528245]	[]	[POT, IDAHO 80 SZ	[]	[LB]	[\$0.38]	[]	[421
[5824059]	[]	[TOMATOES FRESH	[]	[LB]	[\$0.72]	[]	[121
[PRESS <ESC> WHEN COMPLETE				TOTAL COST: []\$31.53]	
[* <NIS>: THIS ITEM IS NOT AVAILABLE FOR ISSUE]							

Menu Planning Tools & Tasks

Conclusion

The Menu Planning and Management Process is only as effective as the information in AFMIS. If information in AFMIS is NOT up-to-date, then the SFOS / DFAC Manager will have a difficult time maintaining and complying with Budgetary guidelines.

Menu & Recipe Review

- Master Menu Review
- Recipe Review

FPM Support

- Master Menu Updates
- Master Item File Reconciliation
- Recipes: Replace Ingredients & Updates

Menu Planning & Management

- Guidelines
- Management Tools & Menu Management

ITEM NAME	ITEM	PERCENT	SELECT
CUSTODIAL, PLT 200 500	375-0182		
CRIBBY, PLT 200 500	387-0028		
CRIBON, CRIBON	705-2128	100.00	
CRIBON, CRIBON	114-1452	-29.11	
CRIBON, CRIBON 3 00 200	113-4489		
CRIBON, CRIBON	777-4167		
CRIBON, CRIBON	474-7200		
CRIBON, CRIBON	125-1416	0.00	

PRESS ESCAPE WHEN SELECTION IS COMPLETE

* UNRECONCILED DIFFERENCE WITH A \$ TOTAL AVAILABLE FOR PRESENTATION
Enter 8 to select item. Press ESCAPE when entry is complete.

Disposition of Subsistence

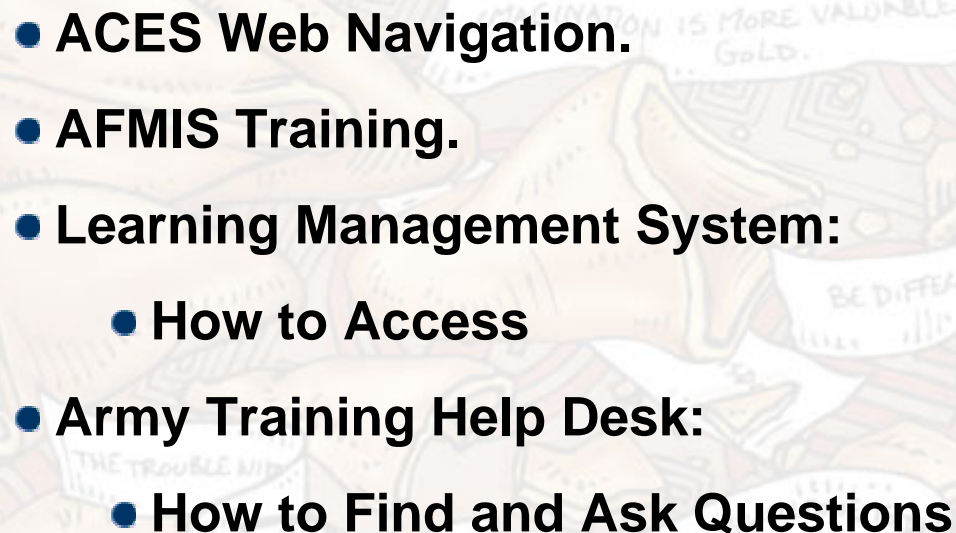
[\[Return\]](#)



Information Websites

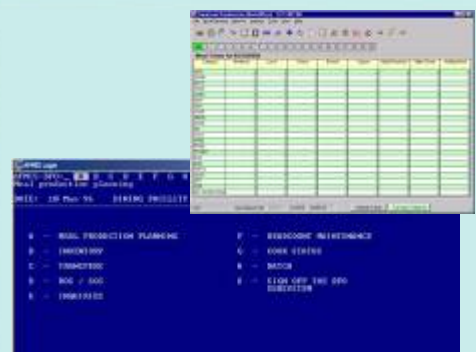
This presentation will cover navigating the ACES Web for information and training, accessing the Army Learning Management System, and accessing the Army Training Help Desk.

Topics:

- 
- **ACES Web Navigation.**
 - **AFMIS Training.**
 - **Learning Management System:**
 - **How to Access**
 - **Army Training Help Desk:**
 - **How to Find and Ask Questions**

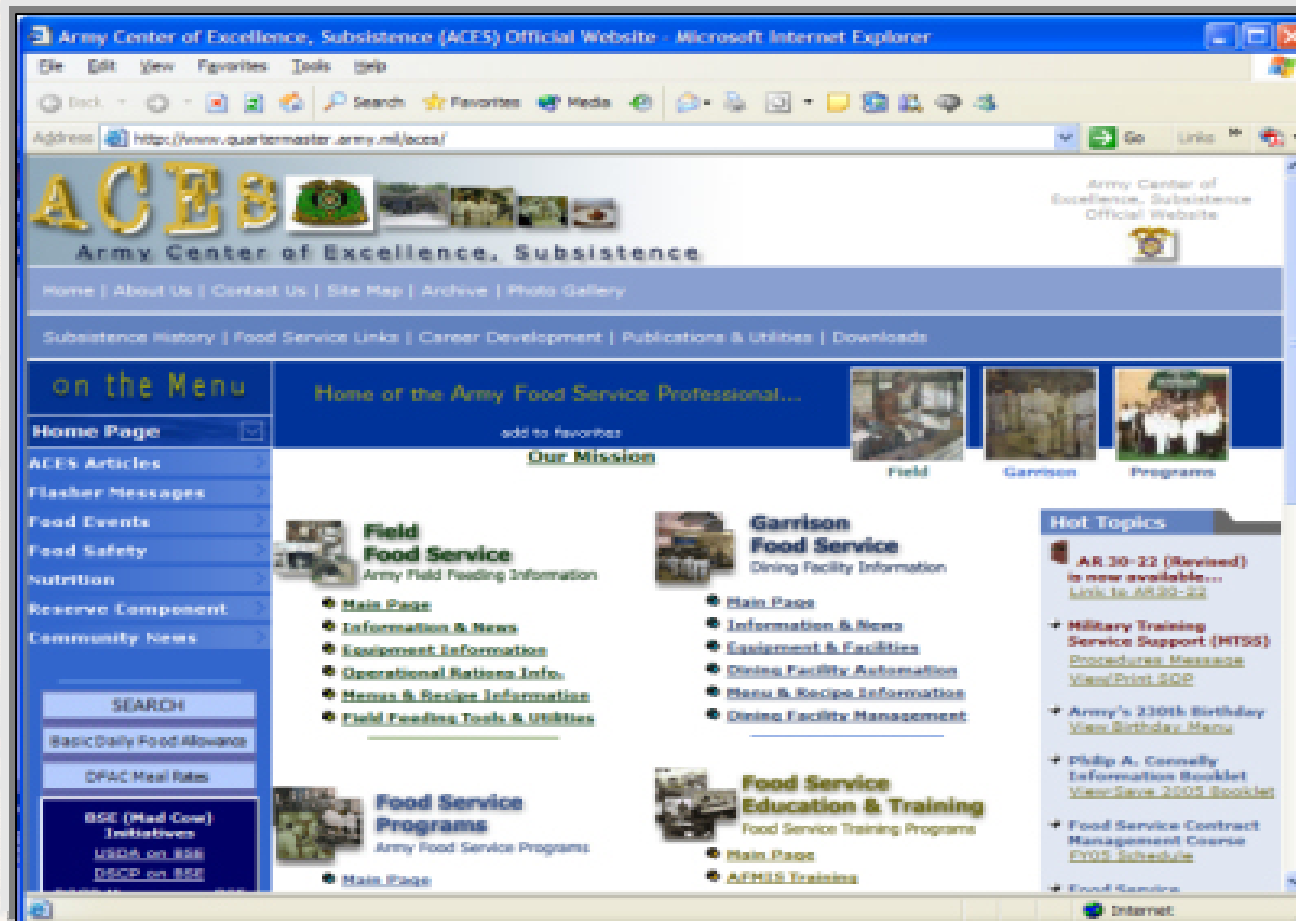


[|Home|](#)



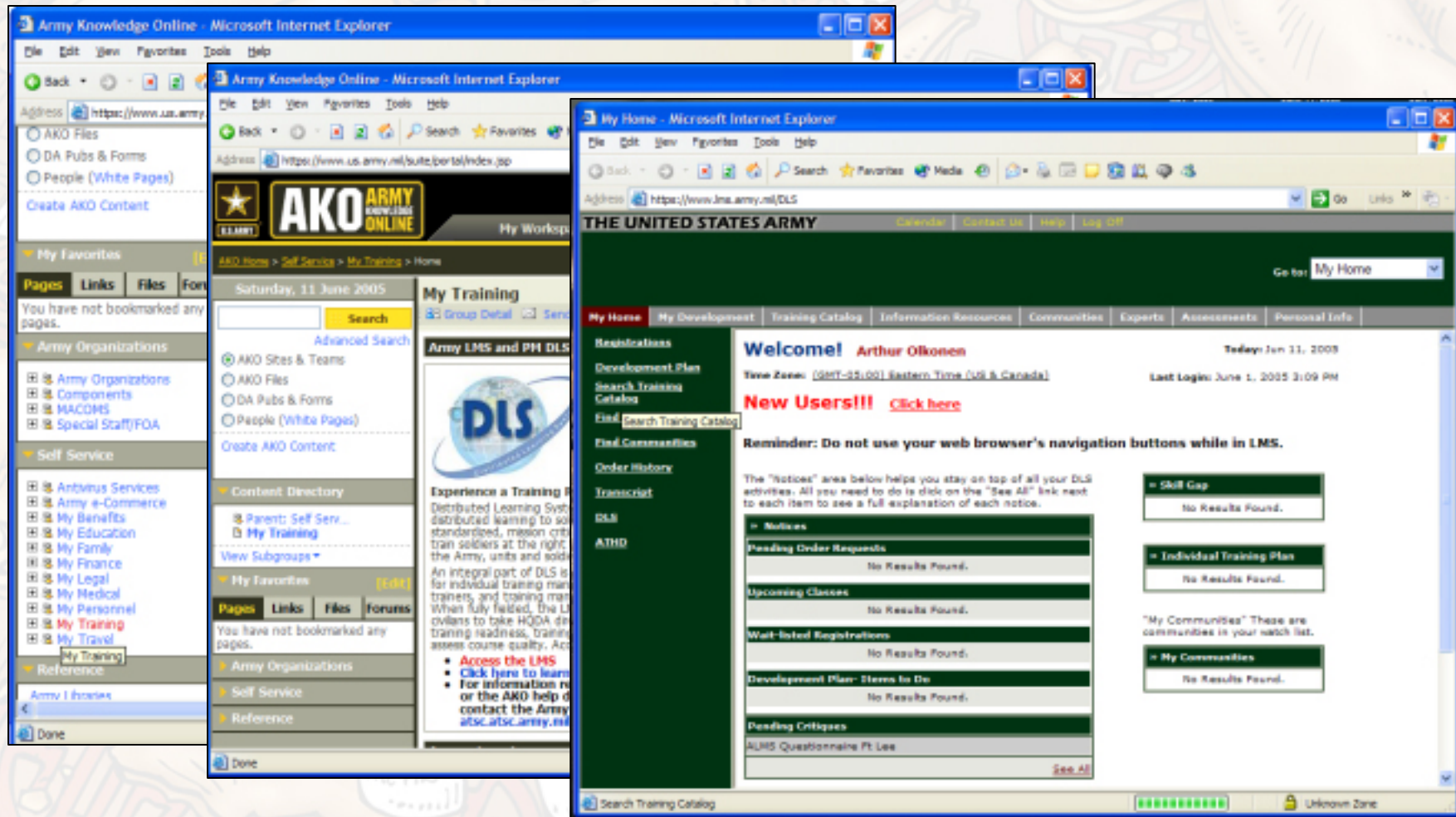
The ACES Website

The ACES Web is divided into 5 Major Areas. They are: General Information, Garrison Information, Field Information, and Training Information.



The Army Learning Management System

Access the Army Learning Management System (LMS) through AKO. Click on "My Training".



The Army Training Help Desk

Access the Army Training Help Desk through AKO – My Training. Click on the Ask a question link to begin.

The image displays three overlapping screenshots of the Army Knowledge Online (AKO) web application, illustrating the steps to access the Army Training Help Desk.

- Leftmost Screenshot:** Shows the AKO homepage with the "My Training" link highlighted in the left-hand navigation menu. The "Ask a Question" link is also visible in the top navigation bar.
- Middle Screenshot:** Shows the "Army Training Help Desk" page. It includes a description of the ATHD website as a federated support center and a large "ATHD ARMY TRAINING HELP DESK" logo.
- Rightmost Screenshot:** Shows the "Ask a Question" form. It includes fields for "Login Name", "Your Question is..." (with a "Subject" dropdown), and "Additional Information" (with a "Category" dropdown). A note at the bottom states: "You will get answers to your questions - update your personal profile."

At the bottom right of the image, there is a small cartoon character holding a magnifying glass and the text [\[Return\]](#).